

Board Meeting
Wednesday, September 26, 2007
4:00 PM, Hotel Roanoke and Conference Center
Roanoke, Virginia

Members Present:	Lem Stewart, Chairman Captain John Furlough Pat Shumate Battalion Chief Tracy Hanger Phil Heins	Chief Ed Frankenstein Linda Cage Denise Smith Chief Ronald Mastin Sheriff Fred Newman
Remote	Southwest Virginia	
Members Absent:	Robert Woltz, Jr. David Von Moll Bob Layman	Bobby McAvoy Fred Vincent
Staff Present:	Dorothy Spears-Dean, Coordinator Steve Marzolf, ISP Director Terry Mayo, Board Administrative Assistant Samuel Keys, Regional Coordinator	Donna Brown, Regional Coordinator Pokey Harris, Regional Coordinator Chris Hardesty, Regional Coordinator

1. CALL TO ORDER

Lem called the meeting to order at 4:02 PM at the Hotel Roanoke. Lem asked how many in the audience were also there to attend the Interoperability Conference. Many raised their hands.

2. APPROVAL OF MAY MINUTES

Mr. Stewart called for approval of the May minutes as written. Chief Ed Frankenstein made a motion that the minutes be approved for May, and Captain Furlough seconded the motion. The motion was approved; 10-0-0

3. FINANCIAL REPORT

Ms. Spears-Dean addressed the Board and gave a very brief summary. Ms. Spears-Dean stated that she did not have all the current financial information for this meeting, as VITA has converted over to a new financial system, and the information was not readily available for this meeting. Ms. Spears-Dean informed the Board that she will give them a complete report at the next meeting, which will be Thursday, November 29, 2007 at the Chesterfield Enterprise Solution Center.

4. CMRS MONTHLY STATUS SUMMARY

Ms. Spears-Dean addressed the Board and referred them to the monthly status summary. Ms. Spears-Dean informed the Board that a lot of progress has been made, and that the status report is getting smaller. (See attached spreadsheet). The localities are making strong head way with Phase II deployment. Mr. Stewart congratulated the PSAPs on moving forward. Mr. Stewart asked the Board and audience if they had any questions for Ms. Spears-Dean concerning the CMRS monthly status summary, and there were none.

5. ISP PORTAL AND HOSTED APPLICATIONS

Ms. Spears-Dean addressed the Board and said she would give them a brief presentation on the ISP Portal and hosted applications. However, before giving the presentation, she wanted to reintroduce her staff to the Board (all were in attendance). The staff consists of Samuel Keys, Pokey Harris, Donna Brown, and Chris Hardesty. Ms. Spears-Dean proceeded with her presentation on the ISP Portal (see web-site for presentation slide). Ms. Spears-Dean said that the Division has decided to concentrate on web-based tools and a single access point that utilizes internal resources. The web page will act as a portal to Public Safety Communications applications such as the PSAP Grant Application Form; True-up Application Form, and Future Applications. The portal is available to all Virginia Primary PSAPS and is assessed through a username and password. Ms. Spears-Dean was pleased to report that the True-up Application Form was uploaded today (Wednesday, September 26, 2007). Ms. Spears-Dean informed the Board, and the audience that the grant applications process this term will close on December 20, and the report will be posted on December 21. On January 8, 2008, the Grant Committee will meet to make the recommendations for the grant awards.

Ms. Spears-Dean addressed the Board with a presentation on the “Future Direction of PSC (see presentation online).”

6. GIS GRANT PRIORITIZING MATRIX

Ms. Spears-Dean informed the Board that Chris Hardesty will give them a brief overview of the GIS Matrix (see presentation online). Mr. Hardesty said that 29% of the emergency grant requests submitted to the Grant Committee was for GIS related projects. The Grant Committee wanted to find a way of prioritizing grant related GIS funding requests. Mr. Hardesty stated that he is working with Lyle Hornbaker of the VGIN Group, which is part of the ISP Division to bridge the Public Safety and GIS divide. Mr. Hardesty and Mr. Hornbaker will be interviewing PSAP managers and coordinators to get suggestions, and to find out how they can accomplish this task. Others they will interview include dedicated PSAP GIS staff and local government GIS personnel. They hope to leverage VGIN and to look at the Private

Sector for answers. Mr. Stewart asked if staff had a timeframe on accomplishing this task. Mr. Hardesty informed Mr. Stewart and the Board that staff hopes to have this information before the end of the 2007 calendar year. Mr. Stewart asked for questions from the Board and the audience. There were none. Mr. Stewart informed the Board on the recent re-fly that VGIN has just completed. Mr. Stewart also informed the Board and audience that in his opinion, GIS is becoming more and more important.

7. **LESSONS LEARNED: IP& LEGACY SYSTEMS**

Dorothy Spears-Dean informed the Board that Donna Brown will be addressing the Board concerning “Lessons Learned: IP & Legacy System.” Ms. Brown informed the Board that the current 9-1-1 system has constraints. Some of which are: TDM (Time Division Multiplex) Network that is based on circuit-switched technology; CAMA Trunks, and the utilization of ANI and ALI databases. Also, the ALI data screen is limited to 512 characters; cannot handle text, data, images and video. In order to move forward, there needs to be an integration of IP solutions to legacy systems. Staff would like to look at accomplishing this through a phased approach to an IP based network infrastructure. It is also necessary to look at equipment and hardware needs for the future (see presentation online). Ms. Brown suggested a solution that involves collaborated efforts and initiatives. There is a need to “focus beyond the now.” It needs to be a global and not just a local focus. It must include PSAPS, agencies, as well as federal, state, national, and regional cooperation. The focus should be on the future and not the present – potential for a data rich environment. Ms. Brown also said the challenges for moving forward are regulatory issues, i.e., tariffs, potential interconnection issues with hybrid system, standards of operation. The big challenge is educating PSAPS and administrators. There are also staffing concerns such as an increase in call load from multiple devices; lack of IT resources and expertise. There are funding issues such as costly IP-based infrastructure; upgrades/new equipment, project management and training. Ms. Brown also said there are security issues that need to be addressed such as authentication of devices; attacks and viruses; false and prank calls. There needs to be “location determination” devices for wire line, wireless, IP-based equipment that are static, nomadic and mobile. There needs to be a multiple layer concept for determining location; geographical information and standards, and converging E911 data bases. Ms. Brown concluded by saying the future of E911 transition will require standards, planning, solutions, collaboration and education. Ms. Brown asked if there were questions from the Board or audience. There were no questions. Mr. Stewart thanked Ms. Brown for her presentation.

8. **ANNUAL REPORT**

Ms. Spears-Dean gave a brief summary of the annual report. She informed the Board that the report as compared to that of previous years has been reduced. Ms. Spears-Dean informed the Board that this is a transition year. Ms. Spears-Dean informed the

Board that there are no legislation changes or recommendations this year. Ms. Spears-Dean also informed the Board that changes made last year to the E911 Funding mechanism are working well. Also, Ms. Spears-Dean informed the Board that this was a “planning year. However, she is seeking the Board’s approval that the annual report be approved this year as written. Mr. Stewart asked if there were any questions from the Board or the audience, and there were none. Mr. Stewart asked for a motion to approve the Annual Report. Mr. Shumate made a motion that the Annual Report be approved. Chief Frankenstein seconded the motion. All approved 10-0-0.

9. **NG9-1-1 PILOT PROJECT**

Ms. Spears-Dean informed the Board that this had been discussed early; however, she wanted to let them know about a pilot project that the localities are going to be involved in. Ms. Spears-Dean said that the pilot project is a good activity for the localities and the Commonwealth. It is an excellent beta project for VITA and Northrop Grumman. Ms. Spears-Dean said she just wanted to inform the Board of this project, and that she will be providing more information in the future as to what is taking place. Mr. Stewart asked for questions, and there were none.

10. **OLD BUSINESS**

FY08 Grant Award Adjustments – Chief Frankenstein updated the Board on a couple of corrections in the grant award last year which included Covington and Martinsville/Henry County. Chief Frankenstein asked the Board to approve the amended amount. Mr. Stewart asked for comments from the Board, and then called for the motion to approve the adjustments. Chief Frankenstein made a motion that the adjustments be approved, and Captain Furlough seconded the motion. The adjustments were approved; 10-0-0.

Grant request from Chincoteague – Chief Frankenstein informed the Board of this request. They are requesting a \$150,000 grant through the PSAP Grant Program to replace its CPE equipment (Motorola Central ink). Samuel Keys gave a presentation to the Board on behalf of Chincoteague. Their equipment stopped working last year. They are looking to replace their CPE, and would like their funding request for it to be considered by the Board. Mr. Stewart called for the motion to approve the request. Pat Shumate made the motion, and Denise Smith seconded the motion. The motion was approved; 10-0-0.

FY06 True Up Adjustment – Ms. Spears-Dean informed the Board that Farmville has asked for an adjustment. Farmville did not realize that their mapping display system would be reimbursed at 100%. The locality is asking for an adjustment from leasing to purchasing the equipment. Mr. Stewart asked for questions, or a motion to approve. Linda Cage made a motion to approve the request. Sheriff Newman seconded the motion. The motion was approved; 10-0-0.

11. NEW BUSINESS

Comprehensive Plan – Ms. Spears-Dean addressed the Board on the 9-1-1 Comprehensive Plan for the Public Safety Communications Division. Ms. Spears-Dean said this Plan would help enable E911 services; deliver E911 services to users, and be used to monitor and forecast next generation telecommunications services. Ms. Spears-Dean informed the Board that VITA has engaged Touchstone Services to help with developing this new plan. Ms. Spears-Dean introduced Dianna Jeffries and Casey Burns of Touchstone to the Board.

Ms. Jeffries and Mr. Burns gave the Board and audience a brief overview of what they plan to do which includes helping VITA (Public Safety Communications Division) with developing a statewide next generation E911 plan. They are going to go out and gather enough information as possible from E911 Stakeholders; validate and expand upon themes; develop and review draft plans. Mr. Stewart asked for questions from the Board and the audience. Mr. Marzolf stated that Touchstone was used by the Interoperability Group to develop their Interoperability Plan.

12. ADJOURN MEETING OF THE BOARD

Mr. Stewart thanked everybody for coming, and made a motion that the meeting be adjourned at 5:45 PM. All approved, and the meeting was adjourned. Approved; 10-0-0.

Respectfully Submitted:

Terry D. Mayo

(Date)